

**City of Lowell**  
**Job Posting**  
**Please Post: January 14, 2016**  
**Deadline: January 28, 2016**  
**Pollard Memorial Library**  
**Literacy Assistant – Part-Time**

**Job Title:** Literacy Assistant – Part-Time (2500-J#5489, 2237)  
**Department:** Pollard Memorial Library  
**Reports to:** Literacy Director, Library Director and Asst. Director  
**Salary:** \$15.00 (min) to \$17.00 (max) – Library State Aid funded, position terminates when funds are expended.  
**Work Schedule:** 12-15 hrs. Weekly; flexible schedule that will include daytime, evening, and weekend hours.

**SUMMARY**

Assists the Literacy Director in training new volunteer tutors for the Pollard Memorial Library's Adult Literacy Program. Conducts interviews and assessments for incoming students. Attends Literacy Volunteers of Massachusetts (LVM) Coordinators meetings. Maintains LVM mandated certifications. Assists the Literacy Director with management of Literacy Volunteers of Massachusetts at the Pollard Memorial Library (LV@PML) program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Trains new ABE and ESOL tutors.  
Interviews new ABE and ESOL students prior to matching them with volunteer tutors.  
Assesses ABE and ESOL students according to the Department of Elementary and Secondary Education (DESE) schedule.  
Participates in the tutor/student matching process along with the Literacy Director.  
Maintains program data in paper and electronic format.  
Coordinates monthly data collection and submits it to LVM.  
Attends LVM meetings and trainings in order to maintain certification and be informed about requirements and changes.  
Completes special projects as designated by LVM and/or the Library Director.  
Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Will supervise volunteer tutors and literacy students.  
May supervise literacy-related tasks being performed by Library staff.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

Bachelor's Degree preferred.  
Certified to administer ABE and ESOL student assessments currently used by LVM/DESE.  
Excellent oral and written communication skills. Excellent knowledge of computer programs for word

processing, database management, spreadsheets, and social media. Ability to write reports, business correspondence, and procedure manuals. Ability to troubleshoot basic computer problems. Ability to work with a diverse urban population required. Experience in adult literacy programs preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

***Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ January 28, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**